

**SPECIAL MEETING
BOARD OF WATER COMMISSIONERS
(PUBLIC PARTICIPATION)**

**January 27, 2022
Board Room**

**3:25 p.m.
281 Lincoln Street
Manchester, NH**

President Danielle York calls the meeting to order and calls for the Pledge of Allegiance. A moment of silence is observed.

Present: President York, Commissioner Hal Sullivan, Clerk, Commissioner Judy Reardon, Commissioner Gary Hamer, Commissioner Craig Brown. Quorum present.

President York advises that the purpose of the special meeting is to give residents of Manchester and the Water Works franchise the opportunity to address the Board on items of concern relative to public water supply; that each person will be given only one opportunity to speak, all comments shall be limited to three minutes and any comments must be directed to the President.

President York requests that any resident wishing to speak come forward to the podium, clearly state their name and address when recognized, and give their comments.

President York advises that if there was no one else present wishing to speak, a motion would be in order to take all comments under advisement and further to receive and file any written documentation presented

President York advises if there is no further business, a motion is in order to adjourn. With no further business, on MOTION by Comm. Brown, seconded by Comm. Hamer, the Board approved to adjourn the special meeting and move on to the regular meeting of the Board. A roll call was taken: Pres. York – yes, Comm. Reardon – yes, Comm. Hamer – yes, Comm. Brown – yes, Comm. Sullivan – yes. There being none opposed, the motion carried.

**MANCHESTER WATER WORKS
BOARD OF WATER COMMISSIONERS
MEETING**

**January 27, 2022
Board room**

**3:30 p.m.
281 Lincoln
Street
Manchester, NH**

1. President Danielle York called the meeting to order at 3:25 p.m.
2. Clerk Sullivan called the roll. Pres. York – yes, Comm. Reardon – yes, Comm. Hamer – yes, Comm. Brown – yes, Comm. Sullivan – yes. Quorum present.

Present: President York, Commissioner Sullivan, Commissioner Reardon, Commissioner Hamer, Commissioner Brown. There is a quorum present.

3. **Election of President and Clerk** - Excerpt from Operating Rules of the Board of Water Commissioners:

The Commission shall annually, at its January meeting, elect by majority vote the following officers of the Board:

President of the Board of Water Commissioners

The President of the Board of Water Commissioners shall preside at all regular and special meetings of the Board and shall be deemed the Chief Executive Officer of the Commission with all the necessary powers and authority to carry out the directives and votes of the Commission. The President shall sign all contracts.

Clerk of the Board of Water Commissioners

The Clerk of the Board of Water Commissioners shall be in charge of the minutes of all meetings, regular or special, and shall further act as parliamentarian in advising the Board and perform such other functions as are prescribed to him by the President. The Clerk shall act in the absence of the President.

On MOTION by Comm. Hamer, seconded by Comm. Sullivan to close nominations. A roll call was taken: Pres. York – yes, Comm. Reardon – yes, Comm. Hamer – yes, Comm. Brown – yes, Comm. Sullivan - yes. There being none opposed, the motion carried.

On MOTION by Comm. Sullivan, seconded by Comm. Reardon to re-elect by majority vote President York, and Commissioner Sullivan as Clerk. A roll call was taken: Pres. York – yes, Comm. Reardon – yes, Comm. Hamer – yes, Comm. Brown – yes, Comm. Sullivan - yes. There being none opposed, the motion carried.

4. Operating Rules and Procedures:

Operating Rules of BWC Change:
Rule 3D.

As written; In accordance with Section 8.14 of the City Charter, the Board "shall provide for a period of public comment" monthly beginning 5 minutes prior to the regular meeting and at such other times as shall be determined by the President of the Board.

Proposed: In accordance with Section 8.14 of the City Charter, the Board "shall provide for a period of public comment" at each monthly meeting. The public comment opportunity shall be at the beginning of the regular meeting and at such other times as shall be determined by the President of the Board. This allows residents of Manchester and the MWW franchise area the opportunity to address the Board on items of concern affecting the Manchester Water Works. The session shall be a period of time not to exceed thirty minutes during which any member of the public may have three minutes to speak.

A member of the public must register name, address and topic with the Board Clerk prior to speaking. A registered member of the public cannot relinquish allotted time to another speaker. The President reserves the right to select speakers of different issues to be permitted to speak, in order to provide a forum of various topics to be presented.

Incorporate the following after Agenda Item #2 – The clerk calls the roll.
This would always be Agenda Item #1. Calling Meeting to order and Roll Call would no longer be #d Items.

PUBLIC COMMENT

The President advises that this public comment session, not to exceed 30 minutes, is an opportunity for residents of Manchester and the Water Works franchise to address the Board on items of concern affecting the community; that each person will be given only one opportunity to speak, all comments shall be limited to three minutes and any comments must be directed to the President. When your name is called, please come forward to the podium, clearly state your name and address when recognized, and give your comments.

On MOTION by Comm. Brown, seconded by Comm. Hamer to approve Operating Rules of the Board of Water Commissioners as amended. A roll call was taken. Pres. York – yes, Comm. Reardon – yes, Comm. Hamer – yes, Comm. Brown – yes, Comm. Sullivan – yes. There being non opposed, the motion carried.

5. **Committee Assignments:** 2022 Water Board Committee Assignments. For information only. No votes taken. Commissioners to discuss concerns with President York.

BUDGET COMMITTEE:

Chairman: Danielle York
The entire Board with the President
as Chairman.

FINANCE COMMITTEE:

Chairman: Harold Sullivan
Judy Reardon
Gary Hamer

Responsibility: Duties of Committee on Bills, Land Sales and Purchase

ADMINISTRATIVE COMMITTEE:

Chairman: Judy Reardon
Craig Brown
Gary Hamer

Responsibility: Duties of Bid Openings, Contract Signing, Minutes of Meetings, Special Events

RULES AND REGULATIONS:

Chairman: Omer Beaudoin
Judy Reardon
Gary Hamer

Responsibility: To handle all rules and regulations - Watershed, Rules and Regulations, Customers and Tariff

LABOR RELATIONS:

Chairman: Omer Beaudoin
Harold Sullivan
Craig Brown

Responsibility: To periodically meet to address issues and activities associated with labor management communications

TRAVEL AND RELATED EXPENSES:

Chairman: Judy Reardon
Harold Sullivan
Craig Brown

SICK LEAVE BANK:

Omer Beaudoin

6. **Minutes** - Minutes of the December 16, 2021 meeting were approved on MOTION by Comm. Sullivan, seconded by Comm. Brown. A roll call was taken: Pres. York – yes, Comm. Reardon – yes, Comm. Hamer – yes, Comm. Brown – yes, Comm. Sullivan – yes. There being none opposed, the motion carried.

Non-Public Minutes – Non-Public Minutes of the December 16, 2021 meeting were approved on MOTION by Comm. Sullivan, seconded by Comm. Brown. A roll call was taken: Pres. York – yes, Comm. Reardon – yes, Comm. Hamer – yes, Comm. Brown – yes, Comm. Sullivan – yes. There being none opposed, the motion carried.

7. **Finance Committee Report for January 2022** - Commissioner Hamer reviewed the January 2022 monthly invoices, advanced drafts, inter-departmental transfers and P-card payments amounting to \$2,553,986.52. He noted that invoices were appropriate with nothing out of the ordinary.

On MOTION by Comm. Brown, seconded by Comm. Sullivan, the Finance Committee Report was approved. A roll call was taken: Pres. York – yes, Comm. Reardon – yes, Comm. Hamer – yes, Comm. Brown – yes, Comm. Sullivan – yes. There being none opposed, the motion carried.

8. **Director's Report** – Each Division Head presented their portion of the Director's Report to include monthly financials, personnel, reports from the Water Treatment and Supply, Watershed and Water Distribution Divisions.

a Financials – Deputy Director Lescault reported on the financials ending December 31, 2021.

b Personnel – We have awarded the open Business Administrator position to Amanda Starry. Amanda comes to MWW with a Master's Degree in Accounting from SNHU and along with six years of experience in both private and public accounting.

Tim Duval was awarded the Power and Process Controls position effective February 1st with the retirement of Roger Gagnon. Tim has been with MWW for 20 years as a Water Treatment Plant Operator and most recently for the past three years, the Process Controls Technician. Nathan Young was awarded the Process Controls Technician position vacated by Tim Duval effective February 1st. Nate has been with MWW for 18 years as a WTP Operator and currently as an Electrician II.

The following positions are currently open and posted; Four (4) Public Service Worker II positions; Information Support Specialist, and Electrician II.

There was one work-related injury this month, see attached report.

There is currently still the one grievance (04-2021) outstanding. It involves not being selected for promotion to a Water Works Supervisor position primarily based on seniority. An arbitrator and date have yet to be determined. A previously reported grievance (01-2021) related to a change in working conditions has been withdrawn subject to impact bargaining. The schedule for this issue is to be determined.

c Water Treatment and Supply Report – Jeremy Bouvier, Civil Engineer II, briefed the Board on monthly activity concerning the Water Treatment and Supply Division. Topics include but are not limited to; progress and schedule of; Kimball Drive Water Treatment Plant and Pump Station; Main Dam and Canal work; general Treatment and Supply activities.

d Watershed Report – Watershed Land and Property Manager John O'Neil briefed the Board on monthly activity concerning the Watershed Division. Topics include, but are not limited to, Watershed Patrol/Trails activity; on-going projects; watershed crew work; Timber harvesting; other seasonal work or events.

- e Distribution Construction Report – Deputy Director Chabot briefed the Board on on-going distribution activity.
- f Building's Dedication Wording – Director Croasdale proposed wording on signage for the recently dedicated buildings; Cohas Pump Station and Residence Wing, Distribution Storage Building. Also is wording for a new sign at the Front Park.

9. **Presentation of MWW Fiscal Year June 30, 2021 Audit** – Deputy Director of Finance and Administration Sarah Lescault briefed the Board the fiscal year June 30, 2021 audited financial statements and was able to answer questions. Final bound copies were distributed.

10. **Relocation of Administrative Building and Garage to Lake Shore Road** – Director Croasdale briefed the Board a preliminary conceptual design layout and budget for the (relocated) Administration Building and Distribution Vehicle Storage Building/Mechanic's Garage to be constructed adjacent to our Water Treatment Plant on Lake Shore Road. The primary purposes for the relocation is to centralize all MWW operations, allow for better inventory control and improve efficiency and create more synergy of all MWW labor personnel (Distribution and Watershed).

Moving forward with this project and funding will require the approval of this Board, as well as the CIP Committee and Board of Mayor and Alderman. Should this Board agree to move forward, we would include in the FY2023 Budget a line item to RFP for final design with the plan to bid the project for late FY2023 / FY2024 construction start.

We plan to obtain a traffic study on both Proctor and Lake Shore Roads to estimate future traffic impact. We also will schedule a public meeting/hearing later this Spring (prior to formulating the FY2023 Budget) to area neighbors and the general public for their input.

A preliminary cash flow for FY2023 through FY2027 will be distributed at the meeting to indicate the financial; long-term impact of the project.

This project was approved by the Board and included in the FY2019 Budget. The project was deferred due to other major projects at the time. (i.e. Cohas Pump Station, Derryfield Pump Station, Hooksett Water Treatment Plant). Also, there were delays in the development of the conceptual design.

There was additional information provided at the meeting.

This discussion was for information only. No votes taken. Further discussions will be in future meetings.

11. **Manchester Rowing Alliance – Extension of P&S Agreement for Egawes Drive** – Watershed Land & Property Manager John O'Neil briefed the Board a request from Manchester Rowing Alliance to amend our existing Purchase & Sales Agreement for the property at Egawes Drive.

The current agreement requires closing by December 31, 2021, and they are requesting to extend that to March 31, 2022, to allow them more time for fundraising.

On MOTION by Comm. Brown, seconded by Comm. Sullivan to approve extending the Purchase & Sales Agreement with Manchester Rowing Alliance until March 31, 2022. A roll call was taken. Pres. York – yes, Comm. Reardon – yes, Comm. Hamer – yes, Comm. Brown – yes, Comm. Sullivan – yes. There being non opposed, the motion carried.

12. **RFP Results – Severance Schoolhouse Renovations** – Watershed Land & Property Manager John O’Neil briefed the Board the results of the proposal for the Severance Schoolhouse Renovations.

PIDCOR is a local contractor we used to obtain an initial estimate to initiate rental discussions with the Town of Auburn. PIDCOR’s price was lower, and the references we called had positive reviews. We recommend the project be awarded to PIDCOR.

This work would be completed subject to a zoning variance from the Town of Auburn for the Severance Schoolhouse. Currently the zoning is residential and we have requested it be changed to Commercial. At that point, we would draft a lease agreement for the property with the Town prior to moving forward with the improvements.

On MOTION by Comm. Hamer, seconded by Comm. Sullivan to award the project to PIDCOR in the amount of \$146,093.00, subject to the conditions of a zoning use change and final Board approval of an agreement with the Town of Auburn. A roll call was taken. Pres. York – yes, Comm. Reardon – yes, Comm. Hamer – yes, Comm. Brown – yes, Comm. Sullivan – yes. There being non opposed, the motion carried.

13. **Public Service Worker Reclassification II to III** – Director Croasdale briefed the Board to change (eliminate) four (4) Public Service Worker II, Grade 13 (PSW II) positions from the complement and replace with four (4) Public Service III’s, Grade 14 (PSW III) positions.

The Class specifications for each position and Affiliated Pay Scale for FY2022 were distributed.

All four PSW II positions are currently open and we are not receiving many qualified candidates. The candidates we do feel are qualified, have turned down the offer primarily due to pay.

As shown in the job descriptions provided, there is virtually no distinction between the two positions. When the Class Specifications were developed and assigned to employees back in 2001, PSW II was considered the entry level position. Today, with increased demand for employees and pay for qualified entry-level help, that’s no longer the case. Even though the one higher Grade on the Pay Scale doesn’t completely get you the competitive starting pay for the job, it brings it closer. The Step 1 starting pay for a Grade 13 PSW II is \$16.66/ hour. A Grade 14 PSW III is \$17.77/ hour. Difference is 7%.

To make the PSW III position the entry level job for qualified individuals would aid in bringing it closer in line with the market.

We request the two remaining PSW II positions in the complement to be upgraded in the future should they become open. Currently they are filled.

On MOTION by Comm. Brown, and seconded by Comm. Hamer to approve eliminating four (4) open Public Service Worker II positions, and replacing them with four (4) Public Service Workers III positions. A roll call was taken. Pres. York – yes, Comm. Reardon – yes, Comm. Hamer – yes, Comm. Brown – yes, Comm. Sullivan – yes. There being non opposed, the motion carried.

14. **Tabled Item – Tyler Technologies – ERP Software Proposal** – This item will remain on the table until the February meeting.

15. **New Business** – None.

16. **Non-Public Session** – President York requested the meeting to go into non-public session to discuss land and lease issues in accordance with RSA 91-A:3, II (d) for consideration of the acquisition, sale, or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are averse to those of the general community.

A MOTION was made by Comm. Hamer, seconded by Comm. Sullivan, to enter non-public session. A roll call was taken. Pres. York – yes, Comm. Reardon – yes, Comm. Hamer – yes, Comm. Brown – yes, Comm. Sullivan – yes. There being non opposed, the motion carried.

A MOTION was made by Comm. Brown, seconded by Comm. Sullivan, to conclude non-public session.

Regular Meeting resumed from non-public session at 5:35 p.m.

17. **Adjournment** – If there is no further business, a motion would be in order to adjourn.

On MOTION by Comm. Brown, seconded by Comm. Sullivan, the meeting was adjourned at 5:35 p.m. A roll call was taken: Pres. York – yes, Comm. Reardon – yes, Comm. Hamer – yes, Comm. Brown – yes, Comm. Sullivan – yes. There being none opposed, the motion carried.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read 'H. Sullivan', written in a cursive style.

Harold Sullivan
Clerk

